FUKUOKA INTERNATIONAL SCHOOL
INCLUDE ● EMPOWER ● IMPACT

Revised November 2026

Job Description

Job Title:	Operations Officer (General Affairs and Facilities)
Reporting Line:	Director of Finance and Operations, Facilities Manager
Contract Type:	Fixed Term, Full-time *All contracts are aligned to the school academic year from August 1 to July 31*
Hire Status:	Local *Applicants must currently hold a valid work visa for Japan* *(Visa renewals may be supported by the school)*

Introduction

Fukuoka International School is an IB World School guided by the principles of INCLUDE, EMPOWER, and IMPACT, which shape our culture, decisions, and approach to learning every day. As an integral member of our school, you will be expected to actively champion our mission with professionalism, integrity, and a commitment to fostering an inclusive and inspiring international community where students and colleagues feel valued and supported.

Position Overview

The role involves a broad range of general administrative and facilities-related responsibilities to support the smooth and efficient operation of the school campus. The position requires flexibility and a hands-on approach, as responsibilities will cover a variety of general affairs and facilities operations to support the overall needs of the school.

DUTIES AND RESPONSIBILITIES

General Affairs

Oversee the general affairs team to ensure day-to-day school operations are smoothly carried out.

- **General Administration:** Manage the day-to-day administrative support, including document and mail management, reception and visitor services, pantry organization, telephone administration,and office duty. Provide backup support for other departments where required.
- **Procurement & Inventory Management:** Coordinating the purchasing, ordering, delivery, and inventory of office supplies, consumables, equipment, and other school necessities.
- **Events:** Assisting with school events, meetings, facility arrangements, campus improvements and rental of equipment.

- **Leadership Admin Support:** Support leadership team with any other school administrative or operational needs such as payment requests, document preparation, research, government applications etc.

Facilities Support

Support the Facilities Manager with the following operations to ensure smooth running of school operations.

- **Facilities Operations:** Supporting the daily operation and upkeep of school buildings, facilities, equipment, and campus spaces, including routine inspections, maintenance coordination, replenishment, movement of equipment or furniture and ensuring proper usage.
- **Maintenance & Contractor Coordination:** Support the arrangement of maintenance and repair work, coordinating external contractors and service providers, and following up on ongoing work.
- **Campus Services Management:** Coordinating cleaning, security, parking, school vehicles, and other outsourced services to ensure a safe, clean, and well-maintained campus environment.
- **Safety & Emergency Preparedness:** Supporting campus safety, security, health and safety procedures, and emergency preparedness.
- **Asset & Facilities Administration:** Maintaining relevant records, managing equipment and assets, and assisting with facilities-related budgets, invoices, contracts, payments and documentation.

Other admin duties

- Assist with shared Business Office duties when additional support is required in other teams.
- Undertake other duties assigned by the supervisor or Leadership Team.

Qualifications, Experience and Skills

- Proficient in Japanese and English (both written and verbal). Knowledge of other languages is a plus.
- Strong organizational, planning, and time management skills, with the ability to prioritize multiple tasks and meet deadlines.
- Strong interpersonal and communication skills with a pleasant disposition.
- Team player and able to collaborate effectively in a team environment.
- Ability to work independently and collaborate effectively across teams where required.
- Excellent organizational and problem-solving skills.
- Have a positive, can-do attitude, a willingness to learn, and the ability to take initiative.
- Strong proficiency in IT skills and Google Suite or equivalent and keen to learn new software.

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Commitment to Safeguarding and Child Protection

Our school is committed to safeguarding and promoting the welfare of children and young people and has developed and adopted written guidelines (Code of Conduct) for appropriate and inappropriate behavior of adults towards children.

We expect all staff, volunteers and other third parties to share this commitment and to review and affirm that they have read, understood, and will abide by the Code of Conduct. At our school, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety.
Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

Under the Japanese law designed to protect children, anyone working in this role must complete a background check to confirm they do not have a criminal record for specific child-related sexual crimes. Since we are required to take steps that prevent individuals with such records from working with children, one of our hiring conditions is that applicants must not have this type of criminal history. During the hiring process, we will ask candidates to confirm this by signing a statement or providing the information in their resume or application documents. Authorized background checks and reference verifications will be conducted as part of the recruitment process. Employment offers are generally provisional and contingent upon the successful completion of these checks.

Application Process

Please apply with your cover letter and CV, including three professional references, one being the current or most recent employer. All referees should be from people who supervised the applicant. If you require any accommodations throughout the application process, please reach out to the hiring team at hradmin@fis.ed.jp. FIS reserves the right to make appointments when the right candidate has been identified.